

## CHAPTER 4

# *Civil Case Information Statement*

### *Step 7. Preparing the Civil Case Information Statement*

A *Civil Case Information Statement* (Sample J), also called a Docketing Statement, is a questionnaire about the case that appellants and cross-appellants, if any, must fill out and return to the Court of Appeal for all civil cases except juvenile dependency cases. It asks what type of case it is, whether and when there was notice of entry of judgment, whether there is a bankruptcy stay, and other questions. The answers on the *Civil Case Information Statement* help the court to know whether the *Notice of Appeal* is on time and whether the order or judgment is appealable.

The *Civil Case Information Statement* must be filed in the Court of Appeal within 10 days after the clerk mails you a notice that the form must be filed. A copy of the judgment or order being appealed and a *Proof of Service* of the *Civil Case Information Statement* on all parties to the appeal must be attached to the *Civil Case Information Statement* and filed with the Court of Appeal. (CRC rule 1(f).)